

## CIVIL TRIAL PREPARATION CHECKLIST

Case: \_\_\_\_\_

Cause#: \_\_\_\_\_ SEA / KNT

Assigned Judge: \_\_\_\_\_

RE-ASSIGNED TO: \_\_\_\_\_

Scheduled Trial Date: \_\_\_\_\_

Type of Case: \_\_\_\_\_

P/C  Pro Se: \_\_\_\_\_

D/C  Pro Se: \_\_\_\_\_

Trial Length: \_\_\_\_\_ hours / days

**Bench** Trial

**Jury** Trial:  6  12

Interpreter(s):  Yes  No Language: \_\_\_\_\_

Expert(s):  Yes  No

Interpreter(s) requested for: (party/witness): \_\_\_\_\_

Expert(s) Out of town:  Yes  No

Interpreter(s) arranged by: \_\_\_\_\_

Out of town parties:  Yes  No

**Security Alert:**  Yes  No

Out of town witnesses:  Yes  No

If security alert, explain: \_\_\_\_\_

ADR Accomplished:  Yes  No  Waived

CIVIL TRIAL	Plaintiff / Petitioner	Defendant / Respondent	Notes
Trial Brief	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Joint Statement of Evidence	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Exhibit / Witness List	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Exhibit Notebooks	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Motions in Limine	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Jury Instructions	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Proposed Orders	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Appeal Record (ALR)	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Hard Copy Enclosed <input type="checkbox"/> CD/Disc/Tape Enclosed <input type="checkbox"/> Parties Did Not Provide and/or Not Available

Date/Time Parties Contacted re: Case Status – ready for trial.

P/C  Pro Se \_\_\_\_\_ \_\_\_/\_\_\_/20\_\_\_  a.m.  p.m. OR  Emailed

D/C  Pro Se \_\_\_\_\_ \_\_\_/\_\_\_/20\_\_\_  a.m.  p.m. OR  Emailed

Other: \_\_\_\_\_ \_\_\_/\_\_\_/20\_\_\_  a.m.  p.m. OR  Emailed

Other: \_\_\_\_\_ \_\_\_/\_\_\_/20\_\_\_  a.m.  p.m. OR  Emailed

Date/Time Parties Contacted re:

Case Assigned to Judge \_\_\_\_\_. Parties to report on \_\_\_\_\_ at \_\_\_\_\_ a.m. / p.m. for trial.

P/C  Pro Se \_\_\_\_\_ \_\_\_/\_\_\_/20\_\_\_  a.m.  p.m. OR  Emailed

D/C  Pro Se \_\_\_\_\_ \_\_\_/\_\_\_/20\_\_\_  a.m.  p.m. OR  Emailed

Other: \_\_\_\_\_ \_\_\_/\_\_\_/20\_\_\_  a.m.  p.m. OR  Emailed

Other: \_\_\_\_\_ \_\_\_/\_\_\_/20\_\_\_  a.m.  p.m. OR  Emailed